

Message

From: Thomas, Deb [thomas.debrah@epa.gov]
Sent: 10/9/2020 1:17:22 AM
To: Jenkins, Laura Flynn [Jenkins.Laura@epa.gov]
Subject: Fwd: Note for Regions re: Update on Presidential Transition Activities - Briefing Materials
Attachments: Update to DRAs: Regions' briefing material for Presidential transition

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From: Jordan, Deborah <Jordan.Deborah@epa.gov>
Sent: Thursday, October 8, 2020 7:11 PM
To: Leadership_Deputy_Regional_Administrators
Cc: Cassidy, Meghan; Darveau, Linda; Pace, Donald; Dressel, Paul; Ceron, Heather; Kaplan, Robert; Gillespie, Taylor; Tanimura, Erin; Halstead, Amanda; Jenkins, Laura Flynn; Amato, Paul; Holsman, Marianne; Young, Margo; Regional_Chiefs_of_Staff; Carpenter, Wesley; Richardson, RobinH
Subject: Note for Regions re: Update on Presidential Transition Activities - Briefing Materials

Dear colleagues,

I'm sending a quick note to amplify Wes Carpenter's email earlier today on Presidential transition briefing material (attached below), for the Regional Offices.

We appreciate your having completed and uploaded your fact sheets to the Transition 2020 SharePoint site.

Any Regional issue papers you'd like to add to your 2020 folders are due **no later than October 16**, as Wes explains in the highlighted portion below. As I mentioned in my September 29 email (attached), you may choose to prepare issue papers for the most significant priorities/challenges you identified in your fact sheet using the same template as that used in 2016. Alternatively, you may decide the Regional fact sheet is sufficient.

Please let me know if you have any questions. Thank you.

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From: Carpenter, Wesley <Carpenter.Wesley@epa.gov>
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Cc: Benevento, Douglas <benevento.douglas@epa.gov>; Gunasekara, Mandy <gunasekara.Mandy@epa.gov>; Darwin, Henry <darwin.henry@epa.gov>; AO Staff Office Directors and AA's <AO_Staff_Office_Directors_and_AAs@epa.gov>; Regional Mission Support Division - Directors <Regional_Mission_Support_Division_Directors@epa.gov>; Regional Mission Support Division - Deputy Directors <Regional_Mission_Support_Division_Deputy_Directors@epa.gov>; HQ-COS

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Subject: Update on Presidential Transition Activities - Briefing Materials on Cross Agency Issues/Hot Topics & Activities/Events Calendar

DAAs/DRAs:

Good morning. I wanted to give you a brief update on our Presidential Transition activities. We are making good progress as we are less than one month away from the election. The NPMs have identified cross agency issues and hot topics, which are included in the attached spreadsheet. The NPMs will now coordinate and collaborate with the regions and the AO to create or update briefing materials on these cross agency issues and hot topics. Additionally, the NPMs, regions and the AO should continue creating or updating briefing papers that are organizational specific. As a reminder, all briefing papers need to be finalized and uploaded onto the EPA Presidential Transition SharePoint site by Friday, October 16, 2020. At that time, I will be reviewing all briefing materials to ensure consistency and quality prior to certifying to OMB/OPM/GSA on November 1, 2020, that all agency briefing materials have been completed.

In addition to the briefing papers, I need your help in identifying major activities and events from January through April of 2021. I have attached the 2016 external meetings calendar for your review and reference to use as a baseline in providing your input on the 2021 calendar. I have also attached a blank spreadsheet template for you to use in capturing those major activities and events. The 2021 calendar breaks out internal and external activities and events via workbooks to provide further granularity. Please return your completed spreadsheet to Emily Atkinson, Emilio Cortes and me by COB Thursday, October 22.

Once again, thanks to you and your staff for the outstanding assistance and support in completing all the Presidential Transition requirements. I really appreciate it. In the interim, please let me know if you have any questions. Thanks, and have a nice day.

Wes

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